

DOING BUSINESS WITH CERN WEBINAR

The Doing Business with CERN Webinars are 2-hour on-line sessions organized by the Procurement Service.

These webinars are opened to companies from all sectors of activities relevant to CERN and interested in doing business with CERN. They will provide interested companies with a general view on the CERN Procurement rules and specificities, as well as practical guidance on tender processes and information about forthcoming procurement needs.

ILOs are invited to promote the webinars to potential new suppliers. Companies will be asked to register before getting all connection details

The Webinars are held twice a year in June and November CERN Procurement service will inform ILOs about exact date and connection details to be shared with interested firms one month prior to the event, at the latest.

Role of the Procurement Service

Lead organiser and coordinator; the CERN Procurement Service will organize and set up the on-line events and make all presentations.

Role of the ILO

ILOs will promote the event through their network and more importantly to firms which have never worked with CERN and are not familiar with CERN’s rules and specificities.

AGENDA

Welcome (CERN Procurement)	5'
Introduction to CERN (film)	15'
Doing Business with CERN (Procurement Officer)	30'
Typical Tender Process CERN - (Procurement Officer)	15'
Procurement Forthcoming Needs - CERN (Procurement Officer)	20'
Q&A	10'
Closing of meeting	5'

ACTION LIST

ILO	Procurement Service
Promote the event through their network Contact the companies, share the Indico link and ask them to register their participation on Indico	IPT event coordinator defines the date and informs ILOs of date of next event at the latest 1 month prior the event
	Set up the event in Indico (Web Page)
	Share with ILOs details about event and registration (including link to the event web page)
	General follow up of registration
	Lead Webinar Presentations